

16 August 1951

PDC MEMORANDUM NO. 51-13/1

SUBJECT: Staff Agent Processing Procedure

1. It will be the responsibility of the Overseas Section, Transactions and Records Branch, to process all Staff Agent actions.

2. Upon receipt of the Form 37-1 by the Overseas Section for a Staff Agent appointment, the following action will be taken:

a. Staff Employee converting to a Staff Agent:

1. The employee file together with the Form 37-1 will be hand-carried to the Position Inventory and have entered thereon the applicant's pseudonym against the appropriate position.

2. Security will be initiated on Form 37-104. Form 37-104 will be directed to the Special Security Division, attention "Project Desk" or "Special Security Branch" as applicable.

3. The file with the action will then be hand carried at designated times to the appropriate Placement Officer for qualifications review, to Classification and Wage Administration Division for signature and then to Assistant Chief, PDC, for signature in all cases of GS-13 and above; Chief, Placement Branch on cases involving GS-8 through GS-12; and Assistant Chief, Placement Branch, on cases up to and including GS-7.

4. When security concurrence is received by the Overseas Section, it will be their responsibility to see that final action is taken for the Staff Agent Appointment Action, as well as insuring that the employee reports to the Status Unit for the purpose of running a resignation final clearance.

b. Original Staff Agent Appointment:

The procedure outlined in Paragraph 2a will be followed with the exception of sub-paragraph 4. It will be the responsibility of the Overseas Section to coordinate with the operating office, the method and site of administering oaths of office, etc., at the appropriate time.

3. The Overseas Section will be responsible for maintaining correspondence with all applicants being processed as Staff Agents. They will also be responsible for following up their cases with Security to insure no delay in effecting the Staff Agent Appointment.

4. If an applicant fails to enter on duty for any reason, the Overseas Branch will transmit the complete file of the applicant to the Placement Branch, PDC, through the Position Inventory.

16 August 1951

5. On all actions concerning promotions and transfers of Staff Agents, the Staff Agent file, and the former employee file, when appropriate, will be attached with the Form 37-1 and hand carried for signature and approval in the same manner as set forth in Paragraph 2, above. After the action has been signed, the Overseas Section will insert the effective date thereon and make appropriate distribution. Position Inventory is to be notified when actions are completed.

6. It will be the responsibility of the Overseas Section to maintain tab records for the processing of periodic pay increases on all Staff Agents and to insure that appropriate action is taken promptly.

7. In processing resignation actions of Staff Agents the following procedure will apply:

a. In those cases where the Staff Agent is resigning and is not being reinstated or converted to an employee status, the resignation action, after signature, will be forwarded to the Finance Division and the file will be sent to file room, through Position Inventory for final repository. It will be the responsibility of the operating office to see that the subject is properly debriefed, etc.

b. In those instances where the Staff Agent is being converted to a Staff Employee, the Overseas Section, upon receipt of the resignation and appointment actions will immediately advise Special Security Division, I&SO, of that fact and attach thereto a statement which is to serve as an "Interim Activities Report." The file is then to be turned over to the Position Inventory Unit, where a regular request for Security Clearance will be prepared. The Form 37-104 is to indicate in the "Remarks" that Special Security Division has a file on the individual. The file will then be transmitted to the Appointment Unit where it will be processed as a normal applicant case. Upon receipt of Security Clearance, the Appointment Clerk will arrange with the operating office for the employee to report to the Appointment Unit for regular EOD processing. The Appointment Clerk will insert the effective date in the Staff Agent Resignation action as the day prior to the effective date of the regular appointment. He will then transmit the resignation action to the Overseas Section which will make the appropriate distribution to Finance and then close out the Staff Agent records. The old Staff Agent file and the new employee file will be consolidated by the Records Unit and will be maintained as one employee file.

8. The regular letter of appointment will no longer be used in Staff Agent Appointments. The new Staff Agent letter of appointment will be substituted therefor. However, at the time the Staff Agent appointment is effected, the contract work sheet will be transmitted along with the other required documents to the Finance Division.

25X1A

Chief, Personnel Division (C)

~~CONFIDENTIAL~~